

**PAYROLL PROCESSING SCHEDULE (Revised 8/21/2008)**

Who	What	When	Start	End	Duration	*Down Time
<b><u>Schedule for Time Entry Week:</u></b>						
Agency	Time entry	<b>Mon</b>	7:00 a.m.	10:00 p.m.	15 Hrs	
Finance	Clear HRE update errors (from Thurs & Fri load)		7:00 a.m.	9:00 a.m.	2 Hrs	
Finance	Run time evaluation		12:00 noon	1:00 p.m.	1 Hr	Closed to entry
Finance	Load DOT Time Transactions - External 1 (6 jobs)		6:30 p.m.	7:00 p.m.	.50 Hr	Closed for update
Finance	Load HRE & FINET updates		10:00 p.m.	11:00 p.m.	1 Hr	Closed for update
Finance	Run time evaluation		11:00 p.m.	12:00 a.m.	1 Hr	Closed to entry
Agency	Time entry	<b>Tue</b>	7:00 a.m.	10:00 p.m.	15 Hrs	
Finance	Clear HRE update errors		7:00 a.m.	9:00 a.m.	2 Hrs	
Finance	Run time evaluation		12:00 noon	1:00 p.m.	1 Hr	Closed to entry
Finance	Load HRE & FINET updates		9:00 p.m.	10:00 p.m.	1 Hr	Closed for update
Finance	Load DOT Time Transactions - External 2 (4 jobs)		6:30 p.m.	7:00 p.m.	.50 Hr	Closed for update
Finance	Run time evaluation		1:00 a.m.	2:00 a.m.	1 Hr	Closed to entry
Agency	Time entry	<b>Wed</b>	7:00 a.m.	10:00 p.m.	15 Hrs	
Finance	Clear HRE update errors		7:00 a.m.	9:00 a.m.	2 Hrs	
Finance	Run time evaluation		12:00 noon	1:00 p.m.	1 Hr	Closed to entry
Finance	Load HRE & FINET updates		9:00 p.m.	10:00 p.m.	1 Hr	Closed for update
Finance	Run time evaluation		11:00 p.m.	12:00 a.m.	1 Hr	Closed to entry
Agency	Time entry	<b>Thu</b>	7:00 a.m.	10:00 p.m.	15 Hrs	
Agency	Review/Approve time reports		7:00 a.m.	9:00 p.m.	14 Hrs	
Finance	Clear HRE update errors		7:00 a.m.	9:00 a.m.	2 Hrs	
Finance	Run time evaluation		12:00 noon	1:00 p.m.	1 Hr	Closed to entry
Finance	Load HRE & FINET Updates		10:00 p.m.	11:00 p.m.	1 Hr	Closed to entry
Finance	Run time evaluation		11:00 p.m.	12:00 a.m.	1 Hr	Closed to entry
Agency	Time/Correction entry	<b>Fri</b>	7:00 a.m.	10:00 p.m.	15 Hrs	
Agency	Review/Approve time reports		7:00 a.m.	10:00 p.m.	15 Hrs	
Finance	Run time evaluation		12:00 noon	1:00 p.m.	1 Hr	Closed to entry
Finance	Run time evaluation		11:00 p.m.	12:00 a.m.	1 Hr	Closed to entry
Finance	System offline	<b>Sat</b>	8:00 p.m.	2:00 a.m.	6 Hrs	Closed for back up
Finance	Run time evaluation		5:00 p.m.	6:00 p.m.	1 Hr	Closed to entry
Finance	Run time evaluation	<b>Sun</b>	10:00 p.m.	11:00 p.m.	1 Hr	Closed to entry
<b><u>Schedule for Pay Day Week:</u></b>						
Finance	Run preliminary payroll	<b>Mon</b>	7:00 a.m.	10:00 a.m.	3 Hrs	Closed to entry
Finance	Clear HRE update errors (from Thurs & Fri loads)		10:00 a.m.	12:00 p.m.	2 Hrs	
Agency	Review payroll results & time evaluation reports		10:00 a.m.	10:00 p.m.	12 Hrs	
Agency	Enter corrections & approve time reports		10:00 a.m.	10:00 p.m.	12 Hrs	
Finance	Run time evaluation		12:00 noon	1:00 p.m.	1 Hr	Closed to entry
Finance	Load HRE & FINET updates		10:00 p.m.	11:00 p.m.	1 Hr	Closed for update
Finance	Run final time evaluation		11:00 p.m.	12:00 a.m.	1 Hr	Closed to entry
Finance	Run final payroll	<b>Tue</b>	7:00 a.m.	12:00 noon	5 Hrs	Closed to entry
Finance	Clear HRE update errors		1:00 p.m.	3:00 p.m.	2 Hrs	
Finance	Load HRE & FINET updates		10:00 p.m.	12:00 a.m.	2 Hrs	Closed for update
Finance	Clear HRE update errors	<b>Wed</b>	7:00 a.m.	9:00 a.m.	2 Hrs	
Finance	Load HRE & FINET updates		10:00 p.m.	11:00 p.m.	1 Hr	Closed for update
Finance	Pay checks are sent to State Mail	<b>Thu</b>	7:00 a.m.	6:00 p.m.	11 Hrs	
Agency	Time entry (Time Evaluation runs at 10 p.m. on Friday)		7:00 a.m.	10:00 p.m.	15 Hrs	
Finance	Clear HRE update errors		7:00 a.m.	9:00 a.m.	2 Hrs	
Finance	Load HRE & FINET updates		10:00 p.m.	12:00 a.m.	2 Hrs	Closed for update
Agency	Time entry (Time Evaluation runs at 10 p.m. on Friday)	<b>Fri</b>	7:00 a.m.	10:00 p.m.	15 Hrs	
Finance	Load HRE & FINET updates		9:00 p.m.	10:00 p.m.	1 Hr	Closed for update
Finance	Run time evaluation		10:00 p.m.	11:00 p.m.	1 Hr	Closed to entry
Finance	System offline	<b>Sat</b>	8:00 p.m.	2:00 a.m.	6 Hrs	Closed for back up
Finance	Run time evaluation		5:00 p.m.	6:00 p.m.	1 Hr	Closed to entry
Finance	Run time evaluation	<b>Sun</b>	10:00 p.m.	11:00 p.m.	1 Hr	Closed to entry

\*The system is available 24 hours a day except for scheduled down times without regard to FINET availability.  
Online backups will be performed Monday through Friday from 8 to 10 p.m. but the system is still available.